

VACANCY NOTICE

12-48

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr Historic Preservation Spec(Arch Hist)</u> SALARY RANGE: <u>125A, \$44639-51741</u> Department or Agency Name: <u>Historical Pres & Heritage Comm</u> Division/Section/Unit: <u>RIHPHC</u> Assignment(s) / Comments: _____ Shift and Days: <u>1st (Monday-Friday)</u> Job Location: <u>Old State House, 150 Benefit St., Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement: Yes _____ No <u>X</u> Name of Bargaining Unit Union: _____ There is _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u> NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	CLASSIFICATION CODE: <u>02703401</u> REFERENCE POSITION NO.: <u>2062-10000-1-25</u> APPLICATION PERIOD: <u>8/27/12-10/1/12 or until filled</u>
	General Information to Candidate INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: See attached	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: See attached	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u> Dr. Richard Greenwood, Depu RI Historical Preservation & H Old State House 150 Benefit Street Providence, RI 02903 Telephone #: <u>(401) 222-2078</u> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf) Email: <u>rick.greenwood@preservation.ri.gov</u>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House - 150 Benefit Street - Providence, RI 02903

Telephone 401-222-2678 Fax 401-222-2968

Website www.preservation.ri.gov

Position Available: Senior Historic Preservation Specialist: Architectural Historian -
Historian

Salary Range: \$44,639 - \$51,741

Reply to: Dr. Richard Greenwood, Deputy Director
RI Historical Preservation & Heritage Commission
150 Benefit Street, Providence, RI 02903
Rick.Greenwood@preservation.ri.gov

Application Period: August 27, 2012 to October 1, 2012 or until filled

Description of Duties and Requirements:

The Rhode Island Historical Preservation & Heritage Commission is seeking to fill the vacant position of Senior Architectural Historian – Senior Historian. The Senior Architectural Historian – Senior Historian performs studies and analyses data to identify and evaluate historically significant properties. This information is applied to several important programs administered by RIHPHC, including historic buildings survey, National Register of Historic Places, project review, historic rehabilitation tax credit review, grants and planning assistance, and public information. This position performs functions mandated by the National Historic Preservation Act and must meet National Park Service professional qualifications requirements.

The Senior Architectural Historian – Senior Historian works under the supervision of the Deputy Director. The position performs studies of historic properties, including research in archives and local records, site visits and field work, and the preparation of written identification and evaluation reports with associated photographic documentation. An important work product is a properly documented nomination to the National Register of Historic Places that meets National Park Service standards. The work may also include initial identification and preliminary evaluation of historic properties, review and editing of National Register nominations prepared by others, and field survey and documentation of large geographic areas.

RIHPHC program responsibilities include protection of Rhode Island's many significant historic properties through Federal Section 106 review and Rhode Island state review and comment on public undertakings that may impact historic resources. In addition, RIHPHC administers historic rehabilitation tax credits, grants for historic restoration and planning projects, and provides a wide range of information to the public. Professional and timely

identification and evaluation of historic properties are critical to approval of the projects of other state and federal agencies, municipalities, and property owners.

The RIHPHC Senior Architectural Historian – Senior Historian works in collaboration with other members of the RIHPHC professional staff. He or she maintains professional relationships with other agencies' professional staff, public historians, and local historic preservation organizations.

The RIHPHC Senior Architectural Historian – Senior Historian must meet National Park Service professional requirements for architectural historian or historian, and must meet the requirements of the State job specification for a Senior Historic Preservation Specialist. He or she should possess a Graduate Degree in American architectural history or American history; and have previous experience working as an architectural historian or historian related to historic preservation.

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to Architectural History and History and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work; a working knowledge of the methods and procedures required in order to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places, project review, grants, technical preservation services, survey, public information, and/or curation of state-owned historic properties; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others test them and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs, and similar materials to obtain or verify information; the ability to understand and carry out complex oral and written instructions; the ability to supervise and review the activities of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Graduate Degree in Architectural History or American History (or a closely related field); and

Experience: Such as may have been gained through: employment as a Historic Preservation Specialist in the field of Architectural History or American History; or, employment in a responsible position in a federal, state, municipal or public or private agency or organization involving the performance of professional work in the field of historic preservation planning related to Architectural History or American History.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

In addition, the following knowledge, expertise, and experience is desirable.

- Knowledge of the architecture and history of Rhode Island and ability to identify and describe examples of specific property types
- Experience conducting research using local records including deed histories and historical maps
- Solid understanding of federal and state historic preservation laws, regulations, standards, and guidelines
- Facility in the use of GIS technology
- Ability to work cooperatively and successfully with representatives of other government agencies, property owners, developers, and the public
- Excellent writing, oral communication and photography skills
- Ability to work independently and as a member of a team

8.22.2012

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Website www.preservation.ri.gov

TITLE OF GROUP OF CLASSES: **SENIOR HISTORIC
PRESERVATION SPECIALIST**

TITLE OF CLASSES IN GROUP:

Class Code:

<i>ARCHITECTURAL HISTORIAN</i>	<i>0270340</i>
<i>ARCHEOLOGIST</i>	<i>02703402</i>
<i>HISTORIAN</i>	<i>02703403</i>
<i>HISTORICAL ARCHITECT</i>	<i>02703404</i>
<i>GRANTS MANAGER</i>	<i>02703405</i>

Pay Grade: 25A

CLASS DEFINITION: EO: B

GENERAL STATEMENT OF DUTIES: To perform difficult and complex professional historic preservation planning work within the area of specialization indicated in the title of the class of position; to be responsible for the preparation of studies, plans, National Register of Historic Places nominations, reports, and phases of major projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some degree of latitude for the exercise of initiative and independent professional judgement; work assignments are received in outline form as to objectives and the utilization of appropriate methods and processes; work is reviewed upon completion for results attained, professional and technical adequacy to desired objectives and goals.

SUPERVISION EXERCISED: As required, supervises and reviews the activities of professional, technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the area of specialization indicated in the title of class of position:

To perform difficult and complex professional historic preservation planning work.

Within the Historical Preservation Commission, to coordinate the work of one of the main program areas: National Register of Historic Places; environmental review; grants; surveys; archeology; technical historic preservation services; public information; and state-owned historic properties.

To perform studies encompassing a complete phase of a major project, a survey or site report, a National Register of Historic Places nomination, a special project or an implementation program, in the areas of archeology, architectural history, history, historical architecture and other topics which involve physical development, management, or protection of historical resources.

To obtain and analyze data from fieldwork, primary and secondary sources, formulate proposals, detail action programs, make cost estimates, and identify legislative and other implementation requirements.

To work closely with cooperating agencies, committees and interested groups carrying out various activities associated with historic preservation programs, projects and services.

To obtain input from such sources and to include this input in various studies.

To present completed studies to governmental bodies and the public.

To lay out graphic materials for preparation by others and organize text and graphics for publication by others.

To review materials such as permit applications, technical reports and environmental impact statements for technical adequacy, subject matter coverage and conformance to policies and recommendations, and to make recommendations for acceptance, modification or disapproval.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles and practices of historic preservation planning, data sources, and methods of analysis as they relate to the area of specialization indicated in the title of the class of position and the ability to apply such knowledge in the performance of difficult and complex professional historic preservation planning work; a working knowledge of the methods and procedures required in order to carry out the relevant programs of historic preservation planning such as: National Register of Historic Places; environmental review; grants; technical preservation services; survey; archeology; public information; and/or curation of state-owned historic properties; the ability to use standard technical procedures and established methodology; the ability to identify appropriate procedures developed by others test them and use them under varying circumstances; the ability to use field work, historical archives, maps, charts, aerial photographs, and similar materials to obtain or verify information; the ability to understand and carry out complex oral and written instructions; the ability to supervise and review the activities of professional, technical and clerical personnel; the ability to establish and maintain effective working relationships with federal, state, local, private and public agencies, organizations and individuals; the ability to write effectively and to make oral presentations; the ability to engage in field work activities requiring physical stamina; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Graduate Degree in the field of specialization (or a closely related field) indicated by the title of the class of position; and

Experience: Such as may have been gained through: employment as a Historic Preservation Specialist in the field of specialization indicated in the title of the class of position; or, employment in a responsible position in a federal, state, municipal or public or private agency or organization involving the performance of professional work in the field of historic preservation planning in an area of specialization indicated in the title of the class of position. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: March 15, 2003